

# KENTUCKY ARTS COUNCIL POSITION ANNOUNCEMENT

<b>42433BR</b> (Auto req ID)	Click on <a href="#">Search &amp; Apply</a> link located at the top of page. Click the <a href="#">Search Openings</a> link. Use this number (42433BR) in the KEYWORD search field on the Search Openings Web page.
<b>CLASSIFICATION TITLE:</b>	Arts Program Administrator
<b>WORKING TITLE:</b>	Arts Marketing Director
<b>WORK LOCATION: CITY/COUNTY</b>	Full-time (37.5 hours per week) position available at the Kentucky Arts Council, a state agency in the Tourism, Arts and Heritage Cabinet, located in Frankfort, Kentucky
<b>AGENCY:</b>	Kentucky Arts Council <a href="http://www.artscouncil.ky.gov">www.artscouncil.ky.gov</a>
<b>GENERAL JOB DUTIES:</b>	<p>The Kentucky Arts Council (KAC) seeks a creative and motivated individual to serve as Arts Marketing Director. The program director: develops, manages and coordinates statewide arts programs and projects; prepares and reviews program applications; maintains records for arts programs and monitors program activities; develops program guidelines, interprets program guidelines for applicants and coordinates the application review process; assists in the development of arts programs; and coordinates specific program activities with other arts programs.</p> <p>Duties and Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Management of adjudicated Kentucky Crafted program for visual and craft artists</li> <li>• Coordination of artist participation in Kentucky Crafted: the Market and related trade venues</li> <li>• Development of qualified buyers list for Kentucky Crafted: the Market and oversight of Kentucky Crafted Retailer program</li> <li>• Development and implementation of professional development and technical assistance opportunities for artists in collaboration with other arts council staff</li> <li>• Collection and analysis of program related data</li> </ul> <p>The Arts Marketing Director will work collaboratively with all agency staff to further the mission and ends of the KAC.</p>
<b>MINIMUM REQUIREMENTS:</b>	Graduate of a college or university with a bachelor's degree. Must have three years of experience in the administration of or consultation with organizations that serve artists or foster public involvement in the arts. Graduate study in creative arts or arts management will substitute for the experience on a year-for-year basis. Additional experience in creative arts or arts management will substitute for the education on a year-for-year basis.
<b>SPECIAL REQUIREMENTS:</b>	<p>Qualified candidates should have:</p> <ul style="list-style-type: none"> <li>• Experience with grant and program management</li> <li>• Excellent written and verbal communication, organizational, and computer skills</li> <li>• Proven success managing deadlines and excellent organizational skills.</li> <li>• Strong interpersonal skills including the ability to work well in a team environment and willingness to collaborate with others.</li> </ul> <p>Work is primarily performed in an office setting; however, this position may require occasional in-state travel.</p>
<b>ADDITIONAL REQUIREMENTS:</b>	<p>Applicants may be subject to a drug screening test and background check.</p> <p>Please submit a letter of interest which clearly explains how your background, experience and training meet the skills and qualifications required; a professional resume; and three professional references to 500 Mero St. 21<sup>st</sup> Floor, Frankfort, KY 40601</p>
<b>SALARY RANGE:</b>	Salary range for this position is \$2937.20 - \$3890.90 monthly and is commensurate with education and experience

GENERAL DESCRIPTION OF BENEFITS:	Benefits include state retirement and health insurance, paid holidays, sick and annual leave, and optional deferred compensation plan.
TO APPLY:	<p>Contact Sandy Etherington, Kentucky Arts Council, by email at <a href="mailto:sandy.etherington@ky.gov">sandy.etherington@ky.gov</a> or by calling 1-502-564-3757, ext. 480</p> <p>Complete the state application on the following website:  <a href="http://www.personnel.ky.gov/employment/">http://www.personnel.ky.gov/employment/</a></p>
EQUAL OPPORTUNITY EMPLOYER M/F/D	